



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse
Services**

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Michael F. Easley, Governor

Michael Moseley, Director

Carmen Hooker Odom, Secretary

June 1, 2004

MEMORANDUM

TO: Legislative Oversight Committee Members
MH/DD/SAS Commission
Consumer/Family Advisory Committee Chairs
Advocacy Organizations and Groups
North Carolina Association of County Commissioners
County Managers
Chairs, Board of County Commissioners
North Carolina Council of Community Programs
State Facility Directors
Area Program Directors
Area Program Board Chairs
Provider Organizations
MH/DD/SAS Professional Organizations and Groups
MH/DD/SAS Stakeholder Organizations and Groups
Other MH/DD/SAS Stakeholders

From: Mike Moseley



RE: Communication Bulletin # 020
Area Director Annual Evaluation Criteria

G. S. 122C-121(b) requires each Area Board to conduct an annual performance evaluation of the Area Director based "on criteria established by the Secretary and the area board." Although this requirement does not apply to county programs, we believe that many of the elements outlined below would be important for County Managers to consider in the annual assessment of the performance of a county program director.

The Secretary requires the Area Director's performance to be evaluated in the following key functional areas:

- 1) Maintaining an effective relationship with the Board of Directors and the Consumer and Family Advisory Committee.
- 2) Developing and maintaining effective relationships within the community served and with local and State governmental officials.



- 3) Encouraging consumer/family participation in service planning and delivery and encouraging the development of consumer-run businesses.
- 4) Recruiting, monitoring and maintaining effective relationships with qualified providers of service.
- 5) Managing human resources.
- 6) Fiscal management and performance.
- 7) Demonstration of leadership skills.

Thank you for ensuring that these criteria are incorporated into the annual performance evaluations of Area Directors. Please contact Dick Oliver, LME Team Leader, at (919) 715-1294 or Dick.Oliver@ncmail.net if you have any questions.

cc: Secretary Carmen Hooker Odom
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